

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**Administration Committee Minutes**  
**November 7, 2002**

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG Offices, 818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor, Los Angeles, CA 90017.

**1.0     CALL TO ORDER**

Supervisor Jon Mikels called the meeting to order at 9:05 a.m.

**2.0     PUBLIC COMMENT PERIOD**

No public comment.

**3.0     CONSENT CALENDAR**

It was MOVED (Councilmember Richard Dixon), SECONDED (Mayor Pro-Tem Ron Bates), and UNANIMOUSLY approved.

**3.1     Approval Items**

3.1.1   Minutes of the October 3, 2002 Meeting

3.1.2   Subregional Contracts

- D B Consulting

3.1.3   CALCOG 2003 Action Plan

3.1.4   Budget Request for AMPO

**3.2     Receive & File**

3.2.1   SCAG Legislative Matrix 2001-2002 Session

3.2.2   Contracts/Purchase Orders \$5,000 - \$25,000 (Info Only)

Purchase Orders

- Aquent
- Boise Cascade Office Products
- Hyatt Newporter
- Pace Lithography
- UCLA Extension Public Policy

## 4.0 ACTION ITEMS

### 4.1 Administration Committee Report

#### 4.1.1 Proposed 2002-2003 Communication Strategy

Don Rhodes, Manager of Government Affairs, presented this item and gave a power point presentation. Councilmember Bev Perry asked that on page 4 of the strategy, ***Deliverable goal*** should read: "SCAG will prepare and execute a one-half-day media and message training session each year for members of the Regional Council, and when space is available electeds from member cities and counties.

This item was MOVED (Mayor Pro Tem Lee Ann Garcia), SECONDED (Mayor Pro Tem Ron Bates) and UNANIMOUSLY APPROVED.

#### 4.1.2 Approval of Contract

The recommended action for this item should be to ***authorize negotiations*** instead of ***authorize execution*** of the contract.

This item was MOVED (Mayor Pro Tem Ron Bates), SECONDED (Mayor Pro Tem Lee Ann Garcia) and UNANIMOUSLY APPROVED.

#### 4.1.3 Identification of Local Recipients of the FTA Section 5307 Funds

It was noted that the funds should be 5311 and not 5307.

The item was MOVED (Councilmember Toni Young), SECONDED (Supervisor Hand Kuiper) and UNANIMOUSLY APPROVED to approve the designation.

### 4.2 Action Item

#### 2003-2004 Overall Work Program Priorities

Bert Becker, Chief Financial Officer, presented this item.

Bert Becker was asked to arrange a budget discussion workshop for the Administration Committee. After much discussion and various dates

recommended, it was decided that Thursday, November 21<sup>st</sup> would be the best date to hold the workshop. Action on this item was deferred to that date.

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## **5.0 INFORMATION ITEMS**

### **5.1 Monthly Financial Report**

Bert Becker presented this item.

Bev Perry asked if there were any repercussions for cities that are not current with paying their dues.

Bert Becker answered that if a city is in a non-paying status for more than six months, that city loses their seat on the board.

### **5.2 Discussion of FY 2002-03 Budget Amendment**

Bert Becker presented this item.

Bert Becker informed the committee that the budget amendment has been held up due to the delay of the Indirect Cost Allocation Plan approval by Caltrans. The approval date has been moved back to the week of November 18, 2002.

It appears impossible to have only one budget amendment. We will require a second budget amendment for clean-ups, no later than March 2003. We are also pursuing additional grants which, if successful in receiving, will need to be included in that second amendment.

## **6.0 COMMENT PERIOD**

No comments presented.

## **7.0 ADJOURNMENT**

Supervisor Jon Mikels adjourned the meeting at 9:50 a.m.

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Bert Becker, Chief Financial Officer  
Staff to the Administration Committee

**Committee Members Present:**

Mayor William Alexander	City of Rancho Cucamonga
Mayor Pro Tem Ron Bates	City of Los Alamitos
Councilmember Hal Bernson	City of Los Angeles
Councilmember Richard Dixon	City of Lake Forest
Mayor Pro-Tem Lee Ann Garcia	City of Grand Terrace
Supervisor Hank Kuiper	County of Imperial
Supervisor Jon Mikels	County of San Bernardino
Supervisor Judy Mikels	County of Ventura
Councilmember Bev Perry	City of Brea
Councilmember Bea Proo	City of Pico Rivera
Mayor Ron Roberts	City of Temecula
Councilmember Sidney Tyler	City of Pasadena
Councilmember Toni Young	City of Port of Hueneme

**Committee Members Absent:**

Councilmember Janice Hahn	City of Los Angeles
Mayor Ron Loveridge	City of Riverside
Supervisor Charles V. Smith	County of Orange

**Staff Present:**

Bert Becker	Chief Financial Officer
Sondra Morison	Controller

**Others Present:**

Lawrence E. Dale	City of Bantor
Ed Jones	SCAG Liaison
Zahi Farenesh	SCAG
Alan Bowser	SCAG
Catherine McMillan	CVAG
Phyllis Winger	Councilman Bernson's Staff
Jeff Lustgarten	Cerrell
Jacki Bacharach	SBCCOG
Seda Yaghoubian	ETRPA
S. Alamdline	Caltrans

D. SALCIDO 11/19/2002  
Admin Comm Minutes 11/07/02  
DOCS# 78428